

## Preliminary Administrative Services Credential Program-Specific Preconditions Evidence Guide

*The five program-specific preconditions below require specific evidence to demonstrate compliance. This document includes the evidence required to demonstrate compliance with these Preconditions. Please note that the Commission accepts authentic program documentation that demonstrates the equivalent to the evidence required.*

PRECONDITION LANGUAGE	EVIDENCE REQUIRED
<p><b>(1) Valid Prerequisite Credential</b>            Possess one of the following valid prerequisite credentials:</p> <ol style="list-style-type: none"> <li>a clear or life California teaching credential that requires a baccalaureate degree and a program of professional preparation, including student teaching or the equivalent, and holds an English learner authorization; or</li> <li>a clear or life California designated subjects teaching credential in adult education, career technical education, vocational education or special subjects, provided the applicant also possesses a baccalaureate degree, and holds an English learner authorization; or</li> <li>a clear or life California services credential in pupil personnel services, health services for school nurse, teacher librarian services, or speech-language pathology or clinical or rehabilitative services requiring a baccalaureate degree and a program of professional preparation, including field work or the equivalent.</li> </ol> <p><b>For Intern Programs:</b>            An entity that operates a program of preparation for the Preliminary Administrative Services Credential with an Intern option shall require each candidate who is admitted into an Intern Program to possess the appropriate valid prerequisite credential prior to recommendation for the intern credential and the assumption of intern administrative responsibilities.</p>	<ol style="list-style-type: none"> <li>Link to the admissions criteria on the program website describing the requirements for program admission. Must include clear language listing all valid prerequisite credential options.</li> <li>Link to the tracking sheet or program checklist used to verify that the candidate has a valid prerequisite credential.</li> <li>Brief description of the process the program uses to verify that this requirement is met, including the title of the individual responsible for verifying this requirement is met.</li> </ol> <p><b>For Intern Programs:</b></p> <ul style="list-style-type: none"> <li>The evidence above is required for intern programs provided the tracking sheet or program checklist indicates that the verification takes place <i>prior to the recommendation for the intern credential</i> and the assumption of intern administrative responsibilities.</li> </ul>

PRECONDITION LANGUAGE	EVIDENCE REQUIRED
<p><b>(2) Basic Skills Requirement</b>  Meet the basic skills requirement (BSR) as described in Education Code section 44252(b), unless exempt by statute.</p> <p><b>For Intern Programs:</b>  An entity that operates a program of preparation for the Preliminary Administrative Services Credential with an Intern option shall require each candidate who is admitted into an Intern Program to verify the basic skills requirement has been met prior to recommendation for the intern credential and the assumption of intern administrative responsibilities.</p>	<ol style="list-style-type: none"> <li>1. Link to the admissions criteria on the program website describing the requirements for program admission. Must include clear language regarding the need to meet BSR before program admission.</li> <li>2. Link to the tracking sheet or program checklist used to verify BSR has been met.</li> <li>3. Brief description of the process the program uses to verify that this requirement is met, including the title of the individual responsible for verifying this requirement is met.</li> </ol> <p><b>For Intern Programs:</b></p> <ul style="list-style-type: none"> <li>• The evidence above is required for intern programs provided that the tracking sheet or program checklist used must verify BSR has been met <i>prior to the recommendation for the intern credential</i> and the assumption of intern administrative responsibilities.</li> </ul>

PRECONDITION LANGUAGE	EVIDENCE REQUIRED
<p><b>(3) Verification of Five Years Successful Full-Time Teaching Experience</b></p> <p>Verification of one of the following prior to being recommended for the preliminary credential:</p> <ol style="list-style-type: none"> <li>Five years of successful, full-time teaching experience with an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1) and (2)(A);</li> <li>five years of successful, full-time experience in the fields of pupil personnel, school nurse, teacher librarian, or speech-language pathology. or clinical or rehabilitative services with an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1) and (2)(A); or</li> <li>a combination of (a) and (b).</li> </ol> <p><b>For Intern Programs:</b></p> <p>An entity that operates a program of preparation for the preliminary Administrative Services Credential with an Intern option shall require each candidate who is admitted into an Intern Program to verify appropriate experience as described above prior to recommendation for the intern credential and the assumption of intern administrative responsibilities.</p>	<ol style="list-style-type: none"> <li>Link to the program completion or exit criteria on the program website describing the requirements for program completion, that includes clear language regarding years of experience needed prior to recommendation for the preliminary or intern credential.</li> <li>Link to the tracking sheet or program checklist used to verify full-time teaching experience prior to the Preliminary Administrative Services Credential recommendation.</li> <li>Brief description of the process the program uses to ensure that this requirement is met, including the title of the individual responsible for verifying this requirement is met.</li> </ol> <p><b>For Intern Programs:</b></p> <ul style="list-style-type: none"> <li>The evidence listed above meets the evidence requirements for intern programs.</li> </ul>

PRECONDITION LANGUAGE	EVIDENCE REQUIRED
<p><b>(4) Completion of Commission-approved Program</b>  Completion of a Commission-approved Preliminary or Intern Administrative Services Credential program based on Administrative Services Credential program standards as described in Title 5 of the California Code of Regulations section 80054(a)(2).</p>	<ol style="list-style-type: none"> <li>1. Link to program completion requirements on the program website. Must include clear language regarding completion of the program prior to recommendation for the credential.</li> <li>2. Brief description of the process the program uses to verify that the candidate has completed a Commission-approved preliminary or intern Administrative Services Credential program, including the title of the individual responsible for verifying this requirement is met.</li> </ol> <p><b>For Intern Programs:</b></p> <ul style="list-style-type: none"> <li>• The evidence listed above meets the evidence requirements for intern programs.</li> </ul>
<p><b>(5) Verification of Offer of Employment</b>  Verification of an offer of employment in a full or part-time administrative position in an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1). If a candidate has satisfied preconditions 1 through 4 but does not have an offer of employment, the Commission-approved program shall recommend for a Certificate of Eligibility which verifies completion of all requirements for the Preliminary Administrative Services Credential and allows the holder to seek employment in and administrative position.</p>	<ol style="list-style-type: none"> <li>1. Link to program completion or exit criteria on program website. Must include clear language regarding how the Preliminary Administrative Services Credential would be issued, and, under what circumstances a Certificate of Eligibility would be issued.</li> <li>2. Brief description of the process the program uses to verify that the candidate has an offer of employment to be issued the Preliminary Administrative Services Credential or that the candidate is eligible for the Certificate of Eligibility, including the title of the individual responsible for verifying this requirement is met.</li> </ol> <p><b>For Intern Programs:</b></p> <ul style="list-style-type: none"> <li>• The evidence listed above meets the evidence requirements for intern programs.</li> </ul>